

CIVIL PENALTY ASSESSMENT - IMMEDIATE

FACILITY NAME			DATE
FACILITY ADDRESS	CITY	STATE	ZIP CODE
OPERATOR(S)			FACILITY # IF LICENSED OR PENDING:

Immediate civil penalties can be assessed against any licensee for failure to comply with criminal background check requirements and against family child care licensees for failure to comply with parent/guardian notification and visit report posting requirements. See the back of this form for specifics.

On this date you have been found in violation of one or more requirements for which an immediate civil penalty is warranted. See the Facility Evaluation Report (LIC 809) issued on this date. You are hereby notified that a civil penalty has been assessed.

- ☐ \$100 immediate Civil Penalty per person for allowing any person (who is subject to a background check) to work, reside or volunteer without a criminal record clearance or exemption. Maximum of 5 days for the first violation.
- ☐ \$100 immediate Civil Penalty per person for allowing any person (who is subject to a background check) to work, reside or volunteer without a criminal record clearance or exemption. Maximum of 30 days for subsequent violations.
- ☐ \$100 immediate Civil Penalty per person for allowing a cleared or exempted person to work, reside or volunteer before requesting a clearance transfer or before receiving approval of an exemption transfer.
- ☐ \$100 immediate Civil Penalty per parent/authorized representative for failure to provide "Family Child Care Home Addendum to Notification of Parents' Rights (Regarding Exclusion)".
- ☐ \$100 immediate Civil Penalty per parent/authorized representative for failure to provide "Family Child Care Home Addendum to Notification of Parents' Rights (Regarding Reinstatement)".
- ☐ \$100 immediate Civil Penalty per parent/authorized representative for failure to obtain signature indicating receipt of Addendum.
- ☐ \$100 immediate Civil Penalty for failure to provide signed addendum to the Department when requested.
- ☐ \$100 immediate Civil Penalty for failure to post the "Notice of Site Visit Report" for 30 consecutive days.

Individual #1	number of days x \$100 = \$ _____	Penalty
Individual #2	number of days x \$100 = \$ _____	Penalty
Individual #3	number of days x \$100 = \$ _____	Penalty

Total Penalty = \$ _____

YOU WILL RECEIVE A BILL IN THE MAIL. DO NOT SEND MONEY UNTIL YOU RECEIVE YOUR BILL.

NAME OF LICENSING PROGRAM ANALYST	SIGNATURE OF LICENSING PROGRAM ANALYST	DATE
NAME OF FACILITY REPRESENTATIVE/TITLE	SIGNATURE OF FACILITY REPRESENTATIVE	DATE
SUPERVISOR REVIEW/SIGNATURE (FOR INTERNAL USE ONLY)	TITLE	DATE

IMMEDIATE CIVIL PENALTY ASSESSMENT FORM

EXPLANATION TO LICENSEE

Immediate civil penalties can be assessed against any licensee for:

- Allowing any person who is subject to a background check to work, reside or volunteer who does not have either a criminal record clearance or exemption.
- Allowing a cleared or exempted person to work, reside or volunteer before you have requested a clearance transfer or before you have received approval of an exemption transfer.

Immediate civil penalties can be assessed against family child care licensees for:

- Not providing a copy of the "Family Child Care Home Addendum to Notification of Parent's Rights (Regarding Exclusion)" or the "Family Child Care Home Addendum to Notification of Parent's Rights (Regarding Reinstatement): to one or more parents/authorized representatives of child in care.
- Not obtaining or keeping a copy of the Family Child Care Home Addendum to Notification of Parent's Rights with the original signature of one or more parents/authorized representatives.
- Not providing copies of the signed addendum when requested by the Department.
- Not posting the Notice of Site visit Report for 30 consecutive days.

As noted on the front of this form a civil penalty has been assessed for one or more of the above.

You will receive a bill in the mail. Payment is due when billed. payment must be made by a personal, business or cashier's check or money order made payable to the "California Department of Social Services". Please write the facility number and invoice number on your check and include a copy of your bill with the payment. You will find the invoice number on your bill. **DO NOT SEND CASH.**

APPEAL RIGHTS

The applicant/licensee has a right without prejudice to discuss any disagreement concerning the proper application of licensing laws and regulations, with the licensing agency. When civil penalties are involved, the licensee may request a formal review by the licensing agency to amend, extend the due date, or to dismiss the penalty. Requests for civil penalty appeal must be in writing, must be postmarked within 10 days of receipt of this form, and must be addressed to the Regional Office of jurisdiction over the facility. The agency has a duty to review the facts presented without prejudice, within a 10-day period. Upon review of the facts upon which the appeal is based, the agency may amend any portion of the action taken, or may dismiss the violation. The licensing agency review of an appeal may be conducted based upon information provided in writing by the licensee. The licensee may request an office interview to provide additional information. The licensee will be notified in writing of the results of the agency review.